



City of San Diego



County of San Diego



Port of San Diego

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SAN DIEGO

CALENDAR YEARS 2009/2010 CONSULTANT ROTATION LIST REQUEST FOR QUALIFICATION

The City of San Diego (City), County of San Diego (County), and Unified Port District (Port), may retain consultants to provide highly qualified architectural, engineering, and related professional services, on an intermittent basis. To satisfy this need, the City, County and Port, have established joint consultant rotation lists for various disciplines. Consultants' fees shall not exceed amount(s) determined by a joint agreement between the City, County and Port. The maximum fee for the City, County and the Port shall be \$250,000. Consultant firms shall be notified by public notice and email if the agreement is modified. The City, County and Port often utilize these lists to retain consultants. In 2009, consultant rotation lists will be established for the following disciplines for a term of two (2) years:

STATEMENT OF QUALIFICATION

MUST BE RECEIVED BY 5:00 P.M., THURSDAY 7/3/2008

13. Civil Engineering (General)
14. Corrosion Engineering
15. Electrical Engineering
16. Biological
17. Cultural Resources
18. Environmental (General)
19. Environmental / Hazardous Materials
20. Mechanical Engineering
21. Plan Checking / Various
22. Project Management– Staff Extension
23. Subsurface Utility Engineering (SUE)
24. Surveying:
 - A. Aerial Surveying
 - B. Land Surveying
25. Water/Wastewater/Stormwater Engineering:
 - A. Facilities
 - B. Pump Stations

A firm wishing to qualify for the above disciplines, whether the firm is on the 2008 Consultant Rotation List or is not, must apply for the 2009-2010 Consultant Rotation List.

2008-2009 CONSULTANT ROTATION LIST

If a firm is listed on the 2008 Consultant Rotation List for Disciplines 1 – 12 (see list below), the firm need not apply for the 2009 Consultant Rotation List as the firm is automatically on the 2009 list. You will find the 2008 Alphabetical Rotation List on the City of San Diego Web Page at:

<http://www.sandiego.gov/eoc/pdf/2008alpharotation.pdf>

A firm may submit, to update any key firm data, the first page (only) of the Statement of Qualification Questionnaire. Consultant Services shall update the database accordingly. These changes shall be submitted in writing to Purchasing & Contracting by U.S. mail or courier; no email.

If a firm chooses to apply for Discipline 1 through Discipline 12 and is not on the 2008 Consultant Rotation List for Disciplines 1 through Discipline 12, the Consultant Firm may apply for the year 2009 only.

**APPLY ONLY WHEN FIRM IS NOT ON THE
2008 CONSULTANT ROTATION LIST, THE STATEMENT OF
QUALIFICATION FOR DISCIPLINES 1 THROUGH 12
MUST BE RECEIVED BY 5:00 P.M., THURSDAY, 7/3/2008**

1. Airport Engineering Services
2. Architecture:
 - A. Architecture (General)
 - B. ADA Design / Inspection
 - C. Parking Lot Design
3. Community Relations
4. Construction Management Services:
 - A. Construction Inspection
 - B. Construction Management
 - C. Contract Administration
5. Field Inspection / Various
6. Geotechnical
7. Historic Preservation
8. Landscape Architecture
9. Marine Engineering
10. Planning Services
11. Structural Engineering:
 - A. Bridges
 - B. Buildings & Other Structures
12. Traffic Engineering

FORMS

All forms needed to complete the SOQ shall be requested by email from the Consultant Services Coordinator, John Mendivil at JMendivil@sandiego.gov. This serves the dual purpose of placing the firm on the RFQ Holder's list, should there be an addendum to the RFQ, and giving the firm access to MS

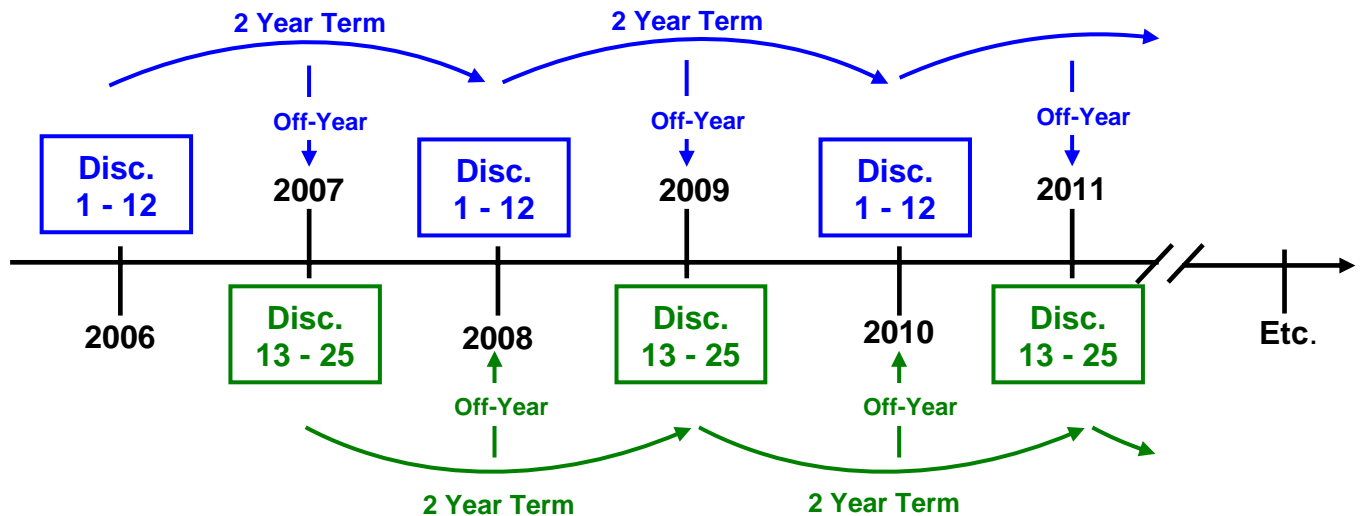
Word versions, for ease of completion, of the SOQ Questionnaire and Work Force Report.

PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 2:00 P.M. on Wednesday, May 28, at Engineering & Capital Projects, Comerica Bank Building, 600 B Street, 8th Floor Large Conference Room, San Diego, CA 92101. For more information, assistance, to request an agenda in alternative format, or to request a sign language or oral interpreter for the meeting, please contact John Mendivil, at (619) 235-5855 at least five working days prior to the meeting to ensure availability.

TERM OF THE ROTATION LIST

In 2009, disciplines thirteen (13) through twenty-five (25) shall have a term of two (2) calendar years. 2009 is an off-year for disciplines one (1) through twelve (12). Firms that apply for these disciplines shall have a term of one (1) calendar year. Firms have the opportunity to submit a SOQ during an off-year only if the firm did not apply for the previous year's list. SOQs submitted in the off-year shall expire after one year. Finally, the Consultant Rotation List order shall be selected by assigning a computer generated random number to each firm on the list. Each year, the firms shall be sorted from low to high by the computer generated random number.



SMALL PROJECT AND LARGE PROJECT LISTS

In order to increase the pool of qualified consultants and allow small firms to compete effectively, two (2) lists for each discipline shall be established. The City, County and Port shall have a maximum SMALL PROJECT LIST fee of \$100,000. The City, County and Port shall have a maximum LARGE PROJECT LIST fee of \$250,000. Note: these limits are subject to change.

A firm may apply for the small project list or the large project list for each discipline for which they are qualified. **A firm may not submit for both the Large and Small lists of the same discipline in the same year. A firm may switch from Large to Small, or vice versa, during off-years. However, a new SOQ**

shall be required. If there are not enough qualified firms in a discipline to complete two lists, Consultant Services shall create one combined list for that discipline.

THE COMPLETE STATEMENT OF QUALIFICATION

The firm must submit a Statement of Qualification (SOQ) for each discipline (see Appendix – Scopes of services for exceptions) for which the firm applies. Each SOQ must include the following:

1. A COMPLETED SOQ QUESTIONNAIRE AND ALL ATTACHMENTS;
2. WORK FORCE REPORT; AND
3. STANDARD FORM 330 (SF 330);

If the firm submits for more than one list, the blank SOQ Questionnaire may be electronically copied or photocopied without modification. Confirm that the SOQ Questionnaire, Work Force Report and SF 330 are signed and dated. If a firm has an office outside of San Diego County, as well as an office located in San Diego County, the staffing of the San Diego office must clearly be indicated separately from the firm's total staffing. A "Project Organization Chart" listing all personnel profiled must be included in Section D of the SF 330. The office location of all personnel profiled in Section E of the SF 330 must be clearly indicated within Section E.

PAPER AND ELECTRONIC SUBMISSION OF SOQS

- A. Access to a full version of Adobe Acrobat is necessary to meet these requirements. Consultants must submit ONE (1) **original** paper copy with original signatures, **and** ONE (1) electronic (CD) copy per discipline.
- B. Electronic SOQ copies must be submitted in Adobe Acrobat (PDF) format, on CD, with signatures (**an electronic signature is not necessary, a file signature (e.g., jpg or bmp) is sufficient**). Each CD copy must contain one (1) PDF file (text searchable) that incorporates the complete SOQ (include sub-discipline, if applicable, see appendix for instructions). Multiple PDF files on one CD will not be accepted. Submit the CD in standard 3/8" jewel cases, include firm name and discipline (include sub-discipline, if applicable) clearly printed on the top surface label of the CD, on the jewel case cover and on the spine of the case.
- C. Upon review of the SOQ, we may require corrections. Therefore, please follow all instructions carefully. If you are asked to make corrections, we will require you to provide a new SOQ, both paper and CD versions.

SOQs must be delivered to: City of San Diego
Purchasing and Contracting Dept., Attn: John Mendivil
Civic Center Plaza
1200 Third Avenue, Suite 200
San Diego, CA 92101

SOQs shall be stapled, not bound. Neither plastic covers nor dividers are acceptable as part of your SOQ. SOQs must be marked on the outside of the package with the name of the discipline and either the word “LARGE” or the word “SMALL”.

THE ILLUSTRATED ELECTRONIC SOQ

For each Rotation List discipline submit:

ONE (1) Signed Original

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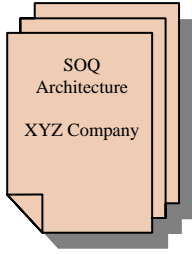
ONE (1) CD

in

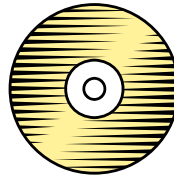
ONE (1) 3/8” Jewel Case.

Do not submit slim Jewel Case.

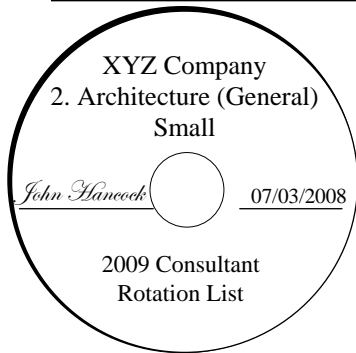
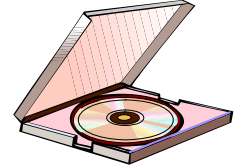
(with ONE (1) PDF file per discipline per CD, Maximum file size = 2 megabytes)



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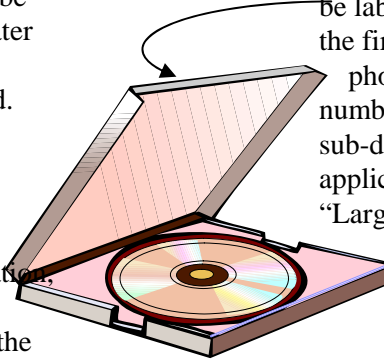


in



Each CD shall contain one (1) discipline in one (1) Adobe Acrobat PDF file no greater than two (2) megabytes. Signature shall be affixed. CD shall be labeled with the firm name, the discipline number and name (from pages 1-2 of the Request for Qualifications, including sub-discipline name, if applicable) and the project size (“Large” or “Small”). Label shall also include “2009 Consultant Rotation List”.

Each 3/8” jewel case shall be labeled on the front with the firm name, address, phone #, discipline number and name, including sub-discipline name, if applicable, and project size; “Large” or “Small”.



2009 XYZ Company, Architecture (General) Small

Label spine of jewel case with year, firm name and discipline and project size, either “Large” or “Small”. Abbreviate if necessary.

PDF File Too Big?

- Remove any part of the RFQ that is not absolutely required.
- Reduce number and size of pictures, graphs and other graphics.
- Adobe Tools: Optimize Space
- Print the PDF file a second time

FREQUENTLY ASKED QUESTIONS

Does the SOQ require that the firm list subconsultants?

No, the SOQ does not require a list of subconsultants. At the time that the rotation list is utilized for a specific project, it is understood that the prime consultant (the rotation list firm) will organize a team to meet the needs of the specific project, if necessary. At that time, the consultant will be expected to offer a list of subconsultants for the specific project. For certain disciplines (e.g., Civil Engineering, Architecture) subconsultant information is optional, as a means to portray a standard team for a typical project.

Why is there a requirement to submit an exact duplicate of the SOQ in PDF format on a CD, and that the size of the PDF file shall not exceed two (2) megabytes?

Consultant Services maintains a web site that can be accessed by the City, County and Port. The space available on the server requires that the City keep the size of the file at two megabytes or less.

In addition, upon completion of a shortlist of firms to be interviewed, the agency's contracting staff downloads and emails the PDF version of the interviewees SOQs to the project manager for review by the manager and the interview panel. Email capacity necessitates a limit of no more than two megabytes per PDF file.

How does a firm control the size of the PDF file?

The easiest way to control the size of the PDF file is to create the PDF file directly from the word processing or publishing document. If the statement of qualification is made up of different files, then each file should be rendered as a PDF document. The files can be combined into one complete PDF document by the Adobe Acrobat program.

Another way to shrink the size of a PDF file is to use the tool in the Adobe Acrobat program that allows one to REDUCE FILE SIZE.

If the firm attempts to create a PDF file by scanning the paper document, the scan may result in a file that is greater than two megabytes. Also, a scanned file will not be a text searchable file. If the firm does not own the Adobe Acrobat program, most copying or printing shops have the ability to render a complete PDF document from a combination of Microsoft Office or other program files.

Finally, it has been found that after rendering a PDF file one may reduce the size, in many cases, by simply printing the PDF a second time, using the Adobe Acrobat Distiller.

What is a SF 330 and where can I acquire a copy?

Agencies use this form to obtain information from architecture, engineering (A&E) and related professional firms about their qualifications. The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references. The City, County and Port have adopted this standard form for the consultant rotation list. The firm can access a SF 330 Word document version, SF 330 PDF version with instructions, and a Society for Marketing Professional Services' presentation about the SF 330 at the following web site:

<http://www.sandiego.gov/eoc/consultants/services/forms.shtml>

How does the Consultant Rotation List operate?

The Consultant Rotation List is a random list. The randomizing of the list occurs at the beginning of the calendar year and the list will remain in generally the same order for the year. In other words, we do not continuously randomize the list. With each new calendar year we randomize each list again.

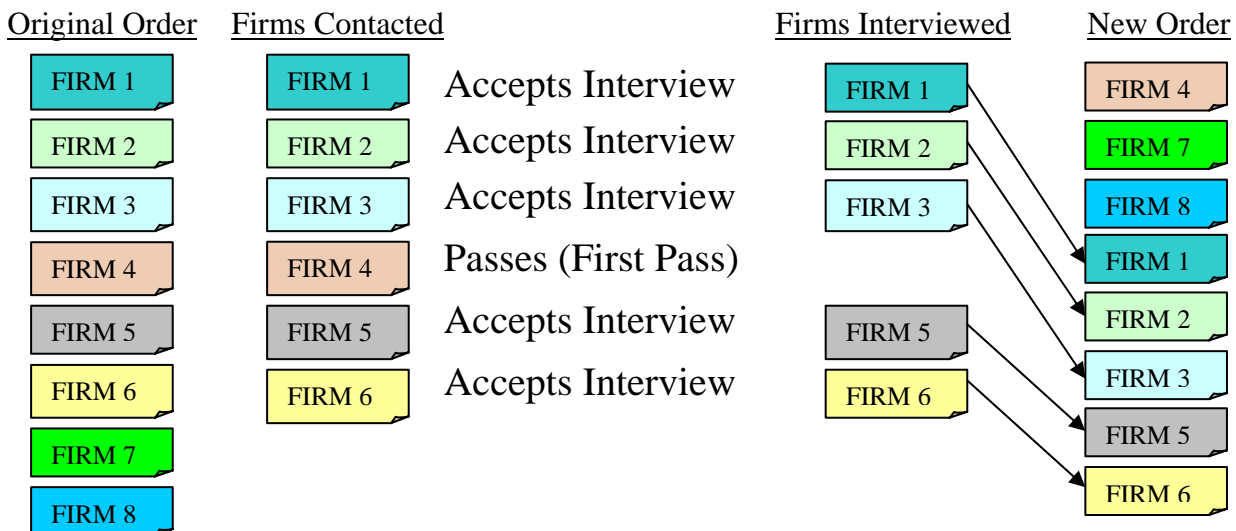
Every time there is a project for a particular discipline Consultant Services will begin at the top of that list. We either e-mail or fax the scope of services to each of the firms (usually 5), again, beginning at the top of the list. Each firm will either accept an interview or pass. The first pass for each firm is a free pass. In other words, on the first pass a firm shall remain in the same position on the list. However, a subsequent pass shall rotate the firm to the bottom of the list.

There are occasions when we look for a particular set of skills from firms on the rotation list. These skills may not be identified in the discipline's scope of services from the Request for Qualification. However, we believe that we will find a certain number of firms have the expertise or skills necessary for the project. Under these circumstances we will award any firm that passes on this atypical project a "free" pass. That is, a pass that does not count as a regular pass and cannot cause the firm to be placed at the bottom of the rotation list. However, firms that do accept this interview opportunity will be placed at the bottom of the rotation.

Below is an example of a typical rotation:

Consultant Rotation List Civil Engineering (General)

Project Manager Requests 5 Firms for a Consultant Rotation List Project



DBE PARTICIPATION

The rotation list participating agencies, as a matter of policy, encourage participation of Disadvantaged Business Enterprises (DBE) on federally funded projects. There is no current DBE project goal established for projects awarded through use of the joint rotation list. At this time, the participating agencies will meet the DBE goal on federally assisted projects through race neutral measures. The participating agencies support the use of race neutral measures to facilitate participation by DBEs and other small businesses, and encourage prime contractors to subcontract portions of their work that they might otherwise perform with their own forces.

To comply with federal requirements, if an awarded project is federally assisted, the “Notice to Bidders/Proposers Disadvantaged Business Enterprise Information” as shown in RFSOQ Exhibit 10-I, will be included in the consultant contract. Consultants selected for the project shall execute the “Local Agency Proposer/Bidder-DBE (Consultant Contracts)-Information”, RFSOQ Exhibit 10-O.”

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EXHIBIT 10-I Notice to Bidders/Proposers Disadvantaged Business Enterprise Information

LOCAL AGENCY LETTERHEAD (DATE)

NOTICE TO BIDDERS/PROPOSERS DISADVANTAGED BUSINESS ENTERPRISE INFORMATION

1. TERMS AS USED IN THIS DOCUMENT

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term “bidder” also means “proposer” or “offerer.”
- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Contractor should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The bidder/proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Bidders/Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

“Local Agency Proposer/Bidder-DBE (Consultant Contracts)-Information” form will be included in the Agreement documents to be executed by the successful bidder. The purpose of the form is to collect data required under 49 CFR 26. Even if no DBE participation will be reported, the successful bidder must execute and return the form.

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4. DBE PARTICIPATION GENERAL INFORMATION

It is the bidder's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- D. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- E. The bidder (prime contractor) shall list only one subcontractor for each portion of work as defined in their bid/proposal and all DBE subcontractors should be listed in the bid/cost proposal list of subcontractors.
- F. A prime contractor who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subcontractors.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. Bidder/Proposer may call (916) 440-0539 for web or download assistance.
- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program website at: <http://www.dot.ca.gov/hq/bep/>.
 - Click on the link in the left menu titled Find a Certified Firm
 - Click on Query Form link, located in the first sentence
 - Click on Certified DBE's (UCP) located on the first line in the center of the page
 - Click on Click To Access DBE Query Form
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
 - "Start Search," "Requery," "Civil Rights Home," and "Caltrans Home" links are located at the bottom of the query form

C. How to Obtain a List of Certified DBEs without Internet Access

DBE Directory: If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the on-line database. A copy of the directory of certified DBEs may be ordered from the Caltrans Division of Procurement and Contracts/Material and Distribution Branch/Publication Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815, Telephone: (916) 445-3520.

6. WHEN REPORTING DBE PARTICIPATION, MATERIAL OR SUPPLIES PURCHASED FROM DBES MAY COUNT AS FOLLOWS:

- A. If the materials or supplies are obtained from a DBE manufacturer, one hundred percent of the cost of the materials or supplies will count toward the DBE participation. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count sixty percent of the cost of the materials or supplies toward DBE participation. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not an ad hoc or Agreement-by Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

7. WHEN REPORTING DBE PARTICIPATION, PARTICIPATION OF DBE TRUCKING COMPANIES MAY COUNT AS FOLLOWS:

- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible.
- B. The DBE must itself own and operate at least one fully licensed, insured and operational truck used on the Agreement.
- C. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
- D. The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.

- E. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
- F. For the purposes of this Section D, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

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This information shall be provided by the successful Proposer/Bidder with the award document.

- ☐
- Construction
- ☐
- Construction Engineering
- ☐
- Construction Management

AGENCY: _____ LOCATION: _____
PROJECT DESCRIPTION: _____
CONTRACT NUMBER: _____
FEDERAL-AID PROJECT NUMBER: _____
TOTAL CONTRACT AMOUNT: \$ _____
FEDERAL SHARE (For local agency to complete) : \$ _____
PROPOSAL/BID DATE: _____
PROPOSER'S/BIDDER'S NAME: _____

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED ²	DBE Cert. No. AND EXPIRATION DATE	NAME OF DBEs ¹ (Must be certified on the date bids are opened - include DBE address and phone number)	DOLLAR AMOUNT DBE
<p>IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Copies of the DBE quotes are helpful. Names of the First-Tier DBE Subcontractors and their respective item(s) of work listed above shall be consistent with the names and items of work in the "List of Subcontractors" submitted with your bid pursuant to the Subcontractors Listing Law and the Special Provisions.</p> <p>1. Enter DBE prime and subcontractors certification number. Prime contractors shall indicate all work to be performed by DBEs including work performed by its own DBE forces.</p> <p>2. If 100% of item is not to be performed or furnished by DBE, describe exact portion of item to be performed or furnished by DBE.</p>			Total Claimed Participation	\$ _____ _____ %
			<hr/> Signature of Proposer/Bidder	
			Date	(Area Code) Tel. No.
			Person to Contact	(Please Type or Print)

CT Bidder - DBE Information (Rev 4/28/06)

Distribution: (1) Copy - Fax immediately to the Caltrans District Local Assistance Engineer (DLAE) upon award.
(2) Copy - Include in award package to Caltrans District Local Assistance
(3) Original - Local Agency files



INSTRUCTIONS - LOCAL AGENCY PROPOSER/BIDDER-DBE (CONSULTANT CONTRACTS) INFORMATION FORM (Revised 10/05)

The form requires specific information regarding the consultant contract: Agency, Location, Project Descriptions, Contract Number (assigned by local agency), Federal Aid Project Number (assigned by Caltrans Local Assistance), Total Dollar Contract Amount, Proposal/Bid Date, and Proposer's/Bidder's Name.

The form has a column for the Contract Item Number (or Item No's) and Item of Work and Description or Services to be Subcontracted or Materials to be provided by DBEs. The DBE should provide a certification number to the Contractor. Notify the Contractor in writing with the date of the decertification if their status should change during the course of the contract. The form has a column for the Names of DBE certified contractors to perform the work (include DBE address and phone number).

There is a column for the total DBE dollar amount. Enter the Total Claimed DBE Participation dollars and percentage amount of items of work submitted with your proposal/bid pursuant to the Contract Provisions. (If 100% of item is not to be performed or furnished by the DBE, describe exact portion of time to be performed or furnished by the DBE.)

Exhibit 10-O must be signed and dated by the person proposing/bidding. Also list a phone number in the space provided and print the name of the contact person.

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CRITERIA

When the number of firms that apply for a discipline is beyond the number that we would reasonably ever be able to utilize, a nominating committee shall use the following criteria to rank qualified firms for placement on the lists (relative weight of criteria indicated within parenthesis):

- (40) Specialized Experience, Technical Competence, and Past Performance: Specialized experience, expertise, past performance, and competence, that qualify a firm to perform the services described in the scope of work for the selected consultant rotation list. Evaluation will include consideration of past performance on projects in terms of cost control, quality of work, and compliance with performance schedules and standards.
- (30) Personnel: Education, experience, training, and skills of key personnel, who will be assigned to provide the services described in the Scope of Work for the selected consultant rotation list.
- (10) Capacity to Accomplish Work in the Required Time: Capacity and resources to deliver the services within the required period, sufficient number of qualified staff available to perform the services, and required support for the staff. Support resources may include computer hardware and software, special equipment, special facilities, such as laboratories, printing and reproduction equipment, vehicles, and office work area.
- (10) Location/Local Environment: Location of the office(s) of the project manager and project staff; familiarity with local environment, including the policies and procedures of City, County, Port and other local agencies.
- (10) Distribution of Work among Qualified Firms: Total value of City, County and Port contracts awarded to the firm within the last three years. If the firm has received contracts totaling less than \$250,000 or no contracts, 10 points; from \$250,000 to \$500,000, 5 points; over \$500,000, 2 points.

Please note that at the time consultants are chosen from an established list for a specific project, additional scoring criteria will be applied to determine the successful consultant for the specific project under consideration. These criteria may include, but are not limited to, project specific considerations, and an evaluation of references, small business status, and Disabled Veteran Business Enterprise (DVBE) status.

CONTRACTOR/VENDOR REGISTRATION

All prospective Consultants are required to complete and submit the online City of San Diego Contractor/Vendor Registration form. Registration will be a prerequisite for the following:

Submission of future prime contracts or subcontracts for City projects;

Acceptance of all future vendor and contractor bills and invoices submitted to the City; and

Award of all future contracts issued by the City.

Contractor/Vendor Registration shall remain valid for two years from the date the registration form is originally submitted, and must be renewed at that time. The link to the web site, where you will find the information under Contractor/Vendor Registration is:

<http://www.sandiego.gov/purchasing/vendor/index.shtml>

CONFLICT OF INTEREST

No person performing services for the City, County or Port, in connection with the establishment of this list or any projects resulting from this list, shall have a financial or other personal interest other than employment or retention by the City, County or Port, in any contract or subcontract in connection with the list or any resulting project. No officer or employee of such person retained by the City, County or Port shall have any financial or other personal interest in any real property acquired for this list or resulting project, unless such interest is openly disclosed upon the public records of the City, County or Port, and such officer, employee, or person has not participated in the acquisition of such property for or on behalf of the City, County or Port.

PROHIBITED CONTRACTS

The City, County and Port shall not contract with, and shall reject any Statement of Qualification submitted by the persons or entities specified below, unless the City Council, the County Board of Supervisors, and/or the Port Commission finds that Special Circumstances exist which justify the approval of such a contract.

- A. Persons employed by the City, County and/or Port, or of public agencies for which the City Council, the County Board of Supervisors and/or the Port Commission are the governing body;
- B. Profit-making firms or businesses in which employees described in subsection (A) serve as officers, principals, partners or major shareholders;
- C. Persons who, within the immediately preceding twelve (12) months, came within the provisions of sub-section (A) and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the contract, or (2) participated in any way in developing the contract or its service specifications; and
- D. Profit-making firms or businesses in which the former employees described in subsection (C) serve as officers, principals, partners or major shareholders.

With the affixing of a signature to the SOQ Questionnaire, the submitter certifies that the consultant firm has complied with the above provisions, and that any ensuing contract will be valid.

PUBLIC DISCLOSURE OF GIFTS AND CAMPAIGN CONTRIBUTIONS (COUNTY)

“Contractor(s) selected for award of service contracts from this solicitation shall comply with San Diego County Charter Section 1000.1, which requires that when a service contract is to be considered by the Board of Supervisors for approval, amendment, or extension, any person or entity, or the registered lobbyists of such person or entity, shall make a public disclosure of gifts and campaign contributions made to any member of the Board of Supervisors prior to the Board’s decision.”

IT IS THE POLICY OF THE CITY, COUNTY AND PORT OF SAN DIEGO TO ENCOURAGE EQUAL OPPORTUNITY IN ITS PROFESSIONAL SERVICES CONTRACTS

Toward this end, proposals from small businesses, disabled owned businesses, disabled veteran business enterprises, women owned businesses, firms owned by African-Americans, Native Americans, Asian-Americans, Filipinos and Latinos, and local firms are strongly encouraged. Prime Consultants are encouraged to subconsult or joint venture with these firms. The City, County and Port endeavor to do business with firms sharing the City’s, County’s and Port’s commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth.

Data collected on the firm’s certification status as a Disadvantaged, Disabled Veteran, Minority, Women or Other Business Enterprise (DBE, DVBE, MBE, WBE or OBE) will be used for statistical purposes to assist the City, County and Port of San Diego in analyzing their outreach efforts. If the firm is a qualified DBE, please include, after the work force report, a copy of your current certification. If the firm is interested in becoming a firm certified under the Unified Certification Program you may contact:

DBE: www.dot.ca.gov/hq/bep
DVBE: www.pd.dgs.ca.gov/smbus/default.htm

Attachments: ✓CHECKLIST

STATEMENT OF QUALIFICATION QUESTIONNAIRE
WORK FORCE REPORT
APPENDICES – SCOPES OF SERVICES

✓ CHECKLIST

- **STATEMENT OF QUALIFICATION, MANDATORY ORDER:**
 - △ Statement of Qualification Questionnaire (SOQQ) followed by:
 - Three (3) Project Reference Summaries (SOQQ Pages 2-3),
 - Other Resources (SOQQ Page 3),
 - △ Signature Page,
 - △ Joint Venture Agreement (if applicable) (SOQQ Page 3),
 - △ Work Force Report (WFR) and/or DBE, DVBE, Small Business Certification,
 - △ Standard Form 330:
 - Include Section D “Organizational Chart” in the SF 330,
 - If the firm has multiple offices, list personnel’s office locations in Section E of SF 330,
 - Include Professional Registration Numbers in Section E, No. 17 of SF 330.
 - No more than ten (10) projects, including subconsultant projects, if any, in Section F of SF 330. The firm may have three additional projects in the Project Reference Summaries. These three projects may come from Section F of SF 330, or they may be other projects,
 - Section H of the SF 330 shall be limited to five pages. Additional pages shall be removed,
 - No SF 330’s from Subconsultants.

SUBMISSION DETAILS

- **PROVIDE ONE (1) EXTRA COPY OF THE FIRST PAGE OF THE SOQ QUESTIONNAIRE AND ONE (1) EXTRA COPY OF THE FIRST TWO PAGES OF EACH WORK FORCE REPORT (WFR); PAPERCLIP THESE PAGES TOGETHER, AND PLACE ALL SHEETS ON TOP OF YOUR SOQ ORIGINAL.**
- **FOLLOW EXPLICITLY THE INSTRUCTIONS IN THE REQUEST FOR QUALIFICATION:**
 - △ Submit:
 - One (1) original paper copy with original signatures and one (1) electronic (CD) copy per discipline. Original copy and CD must have exactly the same content,
 - Submit CD of SOQ in Adobe Acrobat (PDF) format,

- Each CD shall contain one (1) PDF file for one (1) discipline,
 - PDF file may have a maximum file size of two (2) megabytes or 2,097,152 bytes. If larger than two (2) megabytes, the firm may either be asked to resubmit both original and CD copies, or the statement of qualification may be rejected for being non-responsive,
 - CD shall be stored in a 3/8” jewel case. Do not store in slim jewel case.
- △ No letter of interest, cover sheets, plastic covers or binders,
 - △ No supplemental information (résumés, brochures, pamphlets, exhibits, etc.),
 - △ Stapled, not bound,
 - △ Read and follow directions for the disciplines in Appendix – Scopes of services,
 - △ Be sure SOQQ, Joint Venture Agreement (if applicable), WFR and SF 330 are signed and dated,
 - △ If a Consultant Firm has an office within San Diego County and offices outside of San Diego County, the San Diego office staffing information must be listed separately from total staffing.
- ☐ **IMPORTANT: SUBMITTED SOQS MUST BE MARKED ON THE OUTSIDE OF THE PACKAGE WITH THE NAME OF THE CONSULTANT FIRM, THE NAME OF THE DISCIPLINE, AND THE WORD “LARGE”, FOR THE LARGE PROJECT LIST OR THE WORD “SMALL”, FOR THE SMALL PROJECT LIST.**
- ☐ **CRITICAL: SUBMIT STATEMENT OF QUALIFICATION TO CITY OF SAN DIEGO, PURCHASING & CONTRACTING DEPT., CIVIC CENTER PLAZA, 1200 THIRD AVENUE, SUITE 200, SAN DIEGO, CA 92101, BEFORE 5:00 P.M., ON OR BEFORE THE DUE DATE LISTED ON PAGES 1 AND 2 OF THE RFQ. LATE SOQS SHALL NOT BE ACCEPTED.**
- ☐ **QUESTIONS? CALL OR E-MAIL:**

John Mendivil
 Consultant Services Coordinator (CSC)
 (619) 235-5855
jmendivil@sandiego.gov

Wayde Heldibridle
 Contract Administrator
 (619) 236-6257
wheldibridle@sandiego.gov



City of San Diego



County of San Diego



Port of San Diego

SAN DIEGO

CALENDAR YEARS 2009 AND 2009 - 2010

STATEMENT OF QUALIFICATION QUESTIONNAIRE

INSTRUCTIONS

Fill out **ONE** questionnaire for **EACH DISCIPLINE**. The scopes of services for each discipline can be found in the Appendices to the RFQ. You may duplicate this form if you need additional copies. Electronically print or use black ink and print legibly. Use additional sheets if space provided is not adequate. Indicate to which page and item the additional information refers. **If a questionnaire is altered, is incomplete and/or does not include the required attachments, the SOQ may be rejected for non-responsiveness.**

CONSULTANT ROTATION LIST

DISCIPLINE:

13-25 None

1-12 None

(ONLY ONE DISCIPLINE PER SOQ (SEE APPENDIX), INCLUDE THE SUB-DISCIPLINE(S) IF APPLICABLE)

The firm is applying for the **LARGE** ☐ or **SMALL** ☐ **CONSULTANT ROTATION LIST**, as defined in the Request for Qualification, for the discipline indicated above. **The firm must choose either Large or Small. A firm cannot apply for both lists.**

Firm's Legal Name: _____

Firm's Legal Address: _____

(City)

(State)

(Zip)

Principal Telephone No.: _____ Principal Fax No.: _____ Web Address: _____

Firm is (check one): **California Corporation** ☐ **Partnership** ☐ **Sole Proprietorship** ☐ **Joint Venture** ☐

Other ☐ _____

Is the firm a "**Small Business Concern**", which is defined as "a business with 100 or fewer employees and average annual gross sales of less than \$10 million over the last three years, and is independently owned and operated, or is certified as a Small Business Enterprise by the State of California?" Yes ☐ No ☐

OBE

DBE

DVBE

MBE

WBE

Is the firm certified by the Unified Certification Program? Yes ☐ No ☐ If yes, check all boxes that apply: ☐ ☐ ☐ ☐

Address from which City, County or Port contract shall be serviced: _____

(City)

(State)

(Zip)

Project Manager responsible for the Consultant Firm's service, delivery, execution and performance of these projects:

Project Manager: _____ Telephone No.: _____ Ext. _____

Fax No.: _____ Email Address: _____ CA Registration No. (If applicable): _____

Expiration Date (If applicable): _____

Check here and skip to next page if Project Manager is the same as the Contact Person ☐

Contact Person: _____ Telephone No.: _____ Ext.: _____

Fax No.: _____ Email Address: _____

CITY, COUNTY AND PORT CONTRACTS

List all past or current projects the firm has been awarded by any Department of the City, County and/or Port during the past three (3) years. List only projects for which the firm has been the Prime Consultant. Do not list projects where the firm has been a subconsultant. (An additional page may be attached if necessary):

Month/Year Project Awarded	Project Name	Agency & Department	Contact Person	Phone	Total Project \$	Your Firm's Fee \$

Sum of Your Firm's Fees
in the last three years:

REQUIRED ATTACHMENTS

1. PROJECT REFERENCE SUMMARIES

Three (3) recent project reference summaries are required. Project reference summaries should be in a narrative format, not to exceed one (1) page per summary, and should be for projects similar to the services proposed for this SOQ. Each sheet must have the page number (i.e. 1 of 3; 2 of 3; etc.) in the top right hand corner. Summaries must include the following information:

- A. The name of the firm in the top center of each summary.
- B. State whether the firm was the Prime Consultant or a Subconsultant.
- C. Name, address, and current phone number of the public agency, or private developer for those without Public Works experience, for which the firm provided the service, as well as an agency contact person with personal knowledge of the project.
- D. Name of the Public Works project (private for those without Public Works experience).
- E. Approximate dates of the beginning and completion of the project phases, such as studies, planning, design and construction.
- F. Describe the services the firm performed, such as studies, reports, planning, design, construction documents, construction management, inspection, etc.
- G. Describe any special problems or difficulties encountered and how they were resolved.

- H. Discuss the project's cost control, including but not limited to the following information:
- a. Total fee for firm's services on this project and the total value of firm's design work (if applicable).
 - b. Were the firm's project services satisfactorily completed within the original negotiated fee? Within the contract term? If not, please explain.
 - c. If the firm provided construction design services, was construction completed within the firm's cost estimate?
 - i. If not, please explain.
 - ii. What was the firm's cost estimate versus the low bid award?
 - iii. What was the cumulative value and percentage increase of all change orders?
 - iv. Describe the firm's efforts to control costs.
- I. Discuss the project schedule and time control issues.
- J. Was the agency (your client) satisfied with the firm's performance? Please explain.
- K. Did the firm receive any awards or special recognition for its work?

NOTE: The City, County and Port, at their option, may contact other firms or agencies for additional consultant information. Failure to provide accurate contact information, adequate information or project reference summaries may be cause for rejection of your submittal as being non-responsive.

2. OTHER RESOURCES

In addition to the requested information for each Scope of Work, the following information is requested with each SOQ:

- A. Briefly discuss the firm's computer hardware and software capabilities, including but not limited to:
 - a. Word processing, scheduling, estimating, financial calculations, and spreadsheets, etc.
 - b. Graphics, design, drafting, plan production, video imagery, perspectives, etc.
- B. Briefly describe the firm's printing and reproduction capabilities, including but not necessarily limited to: printers, plotters, copiers, and blue-line reproduction.
- C. Indicate other in-house specialized equipment the firm possesses which may include, but not necessarily be limited to: audio-visual capabilities, other computer hardware and software, mainframe system, scanner, digitizer, etc.
- D. List any other resources you feel would be pertinent to the services the firm proposes.

Explain how the firm will accomplish work within the negotiated time schedules that requires any of the

items discussed in A, B, C or D above, which the firm does not possess.

3. JOINT VENTURE AGREEMENT

If applying as a joint venture, a copy of the joint venture agreement must be attached.

4. WORK FORCE REPORT

The City of San Diego is committed to developing contractual relationships with firms that embrace and actively demonstrate the principles of diversity and equal opportunity. One of the primary ways a firm actively demonstrates adherence to these principles is through the development of recruiting strategies and hiring practices, culminating in a diverse workforce that is reflective of the greater community within which the company resides. In addition to being more reflective of San Diego's diverse community, we believe that through workforce diversity we maximize our opportunity to develop high performing teams.

At least one Work Force Report shall be included with your SOQ. If the firm has multiple branches, submit a separate Work Force Report for each branch that may be involved in work with the City of San Diego. Firms with more than one branch in a county shall combine the personnel into one Work Force Report.

Firms found to have under-representation in their workforce, when compared to County Labor Force Availability may be required to file an Equal Employment Opportunity Plan (EO Plan) with the City's Office of Equal Opportunity Contracting. Failure to submit required documentation in the manner prescribed by EOC may result in the firm's removal from consideration for City of San Diego project awards.

Once an approved EO plan is on file, when competing for future projects, staff may require that you verify your adherence and follow through to the commitments stated in your EO Plan. Failure to demonstrate a good faith effort to comply with the provisions of said Plan will render the firm ineligible to compete.

5. STANDARD FORM (SF) 330

SF 330 shall be included with the firm's SOQ. If the firm is a Joint Venture, submit one for each member of the joint venture.

NOTE: When preparing your SF 330, emphasize the specific type of service for which the firm is submitting this SOQ; refer to the information in the RFQ Appendix – Scopes of Services for each discipline.

- A. If the SF 330 is duplicated and the duplication is incomplete or does not conform to the standard forms, the consultant firm's submittal may be rejected for non-responsiveness.
- B. Firms not providing all required attachments may be considered non-responsive.
- C. Section F – Example Projects; no more than ten (10) Example Projects, including any subconsultant projects.
- D. Section H – Additional Information; shall be limited to five pages.

- E. Company brochures, exhibits, additional charts, displays, etc. shall not be reviewed, and will be removed.
- F. Brochures, exhibits, additional charts, displays, etc. shall not be reviewed and shall be removed.
- G. Include Section D, “Project Organization Chart” in the SF 330.
- H. List no more than **five (5)** projects per résumé in Section E.
- I. A résumé, Section E, may not exceed **one (1)** page.
- J. If the consultant has multiple branch offices, list personnel’s office locations in Section E.
- K. Include Professional Registration Numbers, (see Section E – Résumés, No. 17), when necessary.
- L. No more than **ten (10)** Projects (see Section F), including subconsultant projects.
- M. A Project description (see Section F) may not exceed **one (1)** page.
- N. Credit for a Project belongs to the firm. For example, if **FIRMS A** and **B** each contributed expertise to the same **PROJECT Z**, each may list the project in Section F of their SF 330. If, for instance, **FIRM A** was the prime consultant and **FIRM B** was a subconsultant, each lists their **specific role**. In the case of a joint venture, both firms may be listed as prime consultants. However, suppose there is a firm, **FIRM C**, which was never involved in **PROJECT Z**, but employs an **ENGINEER Q** who was the senior engineer for **FIRM A** during the design of **PROJECT Z**. **FIRM C** may list **PROJECT Z** on **ENGINEER Q’s** résumé (Section E) as project experience. **FIRM C** may not list **PROJECT Z** as a **project** in **FIRM C’s** Section F of the SF 330. Please call John Mendivil if you need clarification.
- O. Section H – Additional Information; shall not exceed **five (5)** pages. All extra pages shall be removed. If electronic copies are involved, we may request new corrected copies of all SOQs.
- P. In Part II, Sections 10 and 11, the City, County and Port prefer Branch information. Branch information is, therefore, mandatory.
- Q. The Consultant shall include a separate Part II for each **Branch** that is part of your SF 330.
- R. No Part II information from Subconsultants.
- S. No separate SF 330s from Subconsultants.

6. SIGNATURE PAGE

INDIVIDUAL FIRM

THE FOREGOING, AND INFORMATION IN ALL ATTACHMENTS, IS TRUE AND CORRECT:

Signature of authorized person preparing this SOQ for Prime Consultant:

Signature: _____ Date: _____

Printed or Typed Name and Title: _____

JOINT VENTURE

THE FOREGOING, AND INFORMATION IN ALL ATTACHMENTS, IS TRUE AND CORRECT:

Signatures are required of all participants in any joint venture:

Name of firm: _____

Signature: _____ Date: _____

Printed or Typed Name and Title: _____

Name of firm: _____

Signature: _____ Date: _____

Printed or Typed Name and Title: _____

Name of firm: _____

Signature: _____ Date: _____

Printed or Typed Name and Title: _____



City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 236-5904

WORK FORCE REPORT

ADMINISTRATIVE

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☐ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: _____

AKA/DBA: _____

Address (Corporate Headquarters, where applicable): _____

City _____ County _____ State _____ Zip _____

Telephone Number: () _____ FAX Number: () _____ Name of Company CEO: _____

Address (es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City _____ County _____ State _____ Zip _____

Telephone Number: () _____ FAX Number: () _____

Type of Business: _____ Type of License: _____

The Company has appointed: _____

as its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate, and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: () _____ FAX Number: () _____

- ☐ One San Diego County (or Most Local County) Work Force - Mandatory
☐ Branch Work Force *
☐ Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of _____

(Firm Name)

_____, _____ hereby certify that information, provided
(County) (State)

herein, is true and correct. This document was executed on this _____ day of _____ 20____.

(Authorized Signature)

(Print Authorized Signature)

WORK FORCE REPORT – NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH (ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|--|
| (1) Black, African-American | (5) Filipino |
| (2) Hispanic, Latino, Mexican-American, Puerto Rican | (6) White, Caucasian |
| (3) Asian, Pacific Islander | (7) Other ethnicity; not falling into other groups |
| (4) American Indian, Eskimo | |

OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column			12											
--------------------	--	--	----	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														



CITY OF SAN DIEGO WORK FORCE REPORT – ADMINISTRATIVE

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (Black, Hispanic, Asian, American Indian, Filipino) for each occupation. Currently, our CLFA data is taken from the 2000 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report.¹ By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county.² For example, if participation in a San Diego project is by work forces from San Diego County, Los Angeles County and Sacramento County, we will ask for separate Work Force Reports representing the work forces of the firm from each of the three counties.^{1,2} On the other hand,

if the project will be accomplished completely outside of San Diego, we ask for a Work Force Report from the county or counties where the work will be accomplished.²

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report.^{1,3} In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

¹ One San Diego County (or Most Local County)
Work Force – Mandatory in most cases

² Branch Work Force *

³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

Exhibit: Work Force Report Job categories

Refer to this table when completing the firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists
Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists

Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers

Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers

APPENDIX I - SCOPES OF SERVICES

Disciplines 1 through 12 (One-Year Term)

STATEMENT OF QUALIFICATION DUE DATE – JULY 3, 2008

CITY/COUNTY/PORT

2009 CONSULTANT ROTATION LIST

Firms that apply for Discipline 1 through Discipline 12 are applying for the Consultant Rotation List for Calendar Year 2009 only. All firms on the 2008 Consultant Rotation List for Discipline 1 through Discipline 12 are automatically on the 2009 Consultant Rotation List. These firms will be able to update firm information by submitting the first page of the Statement of Qualification Questionnaire. These changes shall be submitted in writing to Purchasing & Contracting by U.S. mail or courier; no email. A new SOQ will not be required in 2009.

Firms not on the 2008 Consultant Rotation List in Discipline 1 through Discipline 12 may apply for the 2009 Consultant Rotation List. The firm's application will be for 2009, only. Submit a complete Statement of Qualification by Thursday, 7/03/08. The SOQ will expire midnight, 12/31/2009.

General Note Concerning Design Services for Plans, Specifications & Engineer's Estimates (PS&E's): County of San Diego typically requires consultants to use Autodesk Land Desktop 5, Autodesk Civil Design 5, and Autodesk Survey 5, or acceptable alternative, for preparation of engineering design plans. Current acceptable alternative software for design projects is Autodesk Land Desktop 3 / 4 and Autodesk Civil Design 3 / 4.

General Note Concerning Environmental Services: Any individuals preparing Environmental documents for the County of San Diego must be on the County Department of Planning & Land Use (DPLU) pre-approved list and comply with County of San Diego CEQA Guidelines. For additional information, contact Ed Gowens, (Environmental Consultant List Coordinator), County of San Diego, DPLU at (858) 505-6380. County of San Diego CEQA Guidelines may be downloaded from:

<http://www.sdcountry.ca.gov/dplu/docs/CEQAGDLN.pdf>

1. AIRPORT ENGINEERING SERVICES

Consultants shall be firms that specialize in providing airport engineering services. Consultants shall have proficiency in airport engineering projects funded by the Federal Aviation Administration. Consultants shall perform specialized airport engineering services that are generally of a civil and/or electrical engineering nature. Engineering services will include the preparation of plans, specifications, and cost estimates for a variety of airport capital improvements, signage, striping, lighting, navigational aids, and the performance of drainage studies. Consultants shall have demonstrated ability to prepare and update airport layout plans, make presentations at public meetings, provide consultation and advice during all phases of bidding and construction, provide construction inspection services, prepare "as-built" plans and

documents, prepare technical data to facilitate construction change orders, perform plan checking, review, approve contractors submittals, and prepare feasibility studies.

2. ARCHITECTURE:

The consultant must submit a separate SOQ for each Architecture sub-discipline (A, B, & C) for which the consultant applies. That is, the consultant must apply for Architecture on one SOQ and ADA Design / Inspection on another SOQ and Parking Lot Design on another SOQ. Therefore, if applying for all sub-disciplines, submit three separate SOQs. Indicate (after the discipline title of Architecture) the sub-discipline (A, B or C), followed by the name of the sub-discipline for which the qualified consultant submits the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. ARCHITECTURE (GENERAL)

Consultants will provide professional architectural design services for new buildings and the expansion and renovation of various facilities. Typical responsibilities may include site planning, master planning, structural, mechanical, and electrical engineering, adobe restoration, interior design, and space planning.

B. AMERICANS WITH DISABILITIES ACT (ADA) DESIGN / INSPECTION

Consultant firms must show proficient knowledge in the following areas:

- a. Survey of existing facilities for compliance with the accessibility requirements of the "*Americans with Disabilities Act of 1990*" (ADA, Title II & III as well as ADA Accessibility Guidelines Standards for Access Design). The ADA programs and services provided by state and local government entities, and all new commercial construction as well as alterations and the "path of travel" serving them, be readily accessible to and usable by individuals who have disabilities.
- b. Barrier removal to integrate the letter of the law with the spirit of the law when eliminating barriers in the built drawings, specifications, and project management to assure that implementation complies with the ADA Accessibility Guidelines (ADAAG)/Standards for Accessible Design.
- c. Training government personnel to identify and properly assess removal or alteration of an existing facility.
- d. Plan check of drawings for alterations or new construction to assure compliance with ADA Accessibility Guidelines.

C. PARKING LOT DESIGN

Parking Lot Design Consultants may provide the following:

- a. Re-design drawings of existing parking lot stripping. Re-design to make code compliant and determine the most efficient use of space.
- b. Engineered design of new Asphalt parking lots and major repairs, include soils engineering if necessary.
- c. Design engineering for the installation of alternate paving products related to stormwater runoff.

3. COMMUNITY RELATIONS

The consultant will provide or assist in services necessary to develop and provide a Public Information and Outreach Program for the City, County or Port. The Community Relations Consultant will implement on-going public information and outreach services, which may include, but are not limited to:

A. PUBLIC INFORMATION PROGRAM

Based on stormwater requirements and California Urban Water Conservation Council's Best Management Practice #7 – Public Education, assist staff in developing and implementing an active public information program to promote and educate customers. The program will include communicating information to, and receiving information from community target audiences.

- a. Public Speaking Events. Work with staff to promote projects and related benefits through the provision of speakers to employees, community groups, and the media.
- b. Media Dissemination. Assist staff in providing media outreach to trade publications and local newspapers/ publications and related benefits.
- c. Media Planner.
 - i. Acquire broadcast air time media,
 - ii. Acquire outdoor media (billboards and mobile advertising),
 - iii. Acquire electronic web based advertising services.

Consultant shall make recommendations based on the target audience(s) identified by the client contracting program. Consultant shall use standard industry rating agencies (e.g. Scarborough and Nielson.)

B. PAID/PUBLIC SERVICE ANNOUNCEMENTS

Assist staff in developing and delivering public information messages and announcements through the use of various paid and public service advertising.

C. REPORTING AND TRACKING

Develop appropriate internal and external tracking mechanisms to measure and report on all efforts relating to work performed in relation to tasks. For example: quantify the number of contacts made; number of public speaking events conducted/organized/supported; number of paid or public service announcements prepared/delivered.

Consultant shall survey and gather data for the purpose of developing effective messages across various audiences. Examples of this type of work include Random Digit Dial survey, focus group, intercept survey, obtrusive observational survey, web based survey, etc.

D. MEETINGS AND PRESENTATIONS

Attend appropriate meetings, including City Council sessions, Board of Supervisors meetings, or Port Commission meetings, staff meetings and community meetings. Support or make presentations as required.

E. WRITTEN MATERIALS

Work with staff to write and develop newsletters, brochures and fact sheets as related to Public Information and Outreach Programs.

F. MARKETING AND PUBLIC RELATIONS

Marketing needs shall include program/project branding, image development for programs. Develop and support general marketing and public relations activities as requested.

G. OUTREACH AND RESPONSE

Communicate with media and other groups and associations as needed. Field calls from the public, facilitate response, and conduct follow-up as needed. Outreach to other groups and associations as needed. Consultant may be asked to assist in the development of media interaction and communication skills in City, County, or Port managers.

H. COORDINATION

Assist in coordination with other governmental agencies, industry groups, public interest groups and the media regarding water conservation milestones, innovations and accomplishments.

I. EMPLOYEE EDUCATION AND TRAINING

Consultant shall develop activity specific education and outreach to municipal staff and City, County, or Port contractors who perform critical outdoor activities that are at high risk of discharging into the stormwater conveyance system or other water bodies. Develop an activity specific series of employee training modules and conduct training as needed.

4. CONSTRUCTION MANAGEMENT SERVICES:

Consultants must have experience, knowledge, and familiarity with Public Works Construction Management Services to include, but not necessarily be limited to: Public Works Construction Inspection, Public Works Construction Management, and Public Works Construction Contract Administration. Prospective firms shall indicate the qualifications, experience, licenses, certificates, and academic degrees that their employees, who will be performing these services, possess.

Emphasis is placed, where applicable, on experience, knowledge, and familiarity with State Public Code; Labor, and applicable Civil, Government, and Business Codes; Standard Specifications for Public Works Construction and Caltrans administrative sections, as well as their material and performance sections; various building codes including but not limited to UBC, UPC, UMC, UFC, and NEC, as well as American's with Disabilities Act (ADA) requirements, and California Administrative Code, Title 24; and the various trades involved with site and structural construction. Communication, documentation and organizational skills are essential.

The consultant must submit a separate SOQ for each Public Works Construction Management Services sub-discipline for which the consultant applies. That is, the consultant must apply for Construction Inspection on one SOQ and Construction Management on another SOQ and Contract Administration on another SOQ. Therefore, if applying for all sub-disciplines, submit three separate SOQs. Indicate (after the discipline title of Construction Management Services) the sub-disciplines (A, B or C), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. PUBLIC WORKS CONSTRUCTION INSPECTION

Emphasis is placed on your inspector's experience, knowledge, certificates, licenses, and familiarity with the various types of construction and trades, including but not limited to grading, roads, concrete, underground utilities, erosion control, structures, irrigation, and landscaping, etc., for various public facilities including but not limited to Parks and Recreation facilities, Community Centers, Schools, Transit Centers, Jails, Offices, Sewer Stations, Airports, Public Roads, etc. Discuss the size, value, and complexities of the Public Works Construction projects your inspectors have been responsible for, the inspectors' responsibilities and authority, difficulties encountered and dealt with, and their abilities to anticipate and assist in preventing problems before they occur and correcting them after the

fact.

B. PUBLIC WORKS CONSTRUCTION MANAGEMENT

The City, County and Port of San Diego (Agencies) are seeking qualified Construction Management (CM) consultants to provide construction management expertise in support of Agencies' Project Manager's responsibility for oversight and reporting. The CM will provide liaison services between the Project Manager and general contractors and consultants. To assist the Project Management staff, it is anticipated that CM Services will be required for a variety of larger single site projects and for a mix of multiple site smaller repair and remodel projects.

- a. The CM will make recommendations, monitor the services of the other agency consultants and represent the agency in the Project relationships with general contractors and consultants.
- b. As agents to the City, County and Port, the CM will assume a staff relationship with the Agencies and will act only with such authority as specifically delegated by the Agencies. The CM will have no authority to commit the Agencies to work, cost or schedule modifications.
- c. Management of design professionals: Prepare RFPs, prepare RFIs, and negotiate contracts.
- d. Oversee design services: Conduct, research, prepare architectural / civil design programs, ensure compatibility with Agency requirements, and code compliance design review on small-scale projects.
- e. Public bidding process: Establish pre-bid construction schedule, conduct pre-bid conference, prepare bid package, issue and or coordinate addendums.
- f. Develop Construction Management/Construction Administration procedures: communications, document control, project meetings.
- g. Provide Construction Management and Quality Control: budget and schedule monitoring, review submittals, job progress reporting.
- h. Change Order Control: Claims avoidance, claim negotiation.
- i. Closeout activities: status reports: Determine final completion, punch list, final payment.

C. PUBLIC WORKS CONSTRUCTION CONTRACT ADMINISTRATION

Emphasis is placed on the types, sizes, and values of the Public Works Construction projects for which your contracts administrators/resident engineers have been responsible. State their duties, responsibilities, and authority; include the various phases of the bid and award processes; management of the construction and contingency budgets; cost proposal review and analysis; change order estimating, negotiation and approval; force account monitoring, documentation, review and approval; Labor and Equal Opportunity (EO) compliance, include employee interviews, certified payroll/prevaling wage management, etc; preliminary lien and stop notices; claims management and resolution; documentation, report, and letter writing skills; overseeing the inspectors' work, etc. Discuss the complexities and difficulties encountered and dealt with; provide examples of your contract administrators' abilities to anticipate and assist in preventing problems before they occur and correcting them after the fact.

5. FIELD INSPECTION

The City, County and Port of San Diego may require inspection services for the following disciplines: Electrical, Mechanical, Structural, Combination or Fire. For all of these disciplines, inspectors perform inspection work for fire, life and safety and disabled access requirements, enforce municipal ordinance 43.03 for stormwater requirements and inspect for best management practices for duration of the construction approval, may also inspect repair or renovation work and perform other related duties as assigned. The descriptions of each scope of work are as follows:

The SOQ must clearly specify the sub-discipline(s) for which the qualified consultant is applying, i.e. A, B, C, D, E, or any combination of A, B, C and D. (Note: The sub-discipline E: Fire Inspectors must be submitted on a separate SOQ.) Indicate (after the discipline title of Field Inspection) the sub-discipline(s) (A, B, C, D, E, or any combination of A, B, C and D), followed by the name(s) of the sub-discipline(s) for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. ELECTRICAL INSPECTION

Inspect electrical work of multi-family residential, commercial and industrial structures, and business signage (including neon tube lighting and photo voltaic systems) for compliance with local and state codes; enforce conformance to plans and specifications; coordinate with public utility company to disconnect and reconnect electrical services to buildings, investigate complaints of code violations; maintain records and prepare reports.

B. MECHANICAL INSPECTION

Inspect multi-family residential, commercial and industrial structures for compliance to Local, State and Federal plumbing, gas, heating, ventilation, air conditioning (HVAC) codes and regulations; perform emergency gas repair inspections, investigate complaints of

code violations; prepare reports and maintain records; prepare correction notices; and may assist in training. Performance of work related duties in high rise structures may be required for certain projects. In addition to the above duties, Mechanical Inspectors may also review construction, repair, replacement and installation plans; check field conformance and enforce compliance to approved plans and specifications; and inspect sites for practicability of plans.

C. STRUCTURAL INSPECTION

Inspect residential and commercial structures for compliance with Local and State codes and regulations; monitor third party special inspectors. Investigate complaints of code violations; maintain records; prepare reports and correction notices; may assist in training; and perform related work as assigned. Perform work related duties in a high rise structure may be required for certain projects. In addition to the above duties, Structural Inspectors II may also check field conformance and code compliance to approved plans and specifications; and inspect sites for practicability of plans.

D. COMBINATION INSPECTION

Generalists in all fields of building inspection to include electrical, mechanical and structural installations, and public improvements, inspect residential structures, including multi-family housing units and mobile homes for compliance with local and state building codes and regulations; and monitor third party special inspectors, perform emergency gas repair inspections, coordinate with public utility company to disconnect and reconnect electrical services to buildings and all underground conversion programs, investigate complaints of building code violations; maintain records; prepare reports and correction notices; meet with property owners, tenants and contractors to discuss corrections; may assist in training. In addition to the above duties, Combination Inspectors also check field conformance and enforce compliance with zoning laws applicable to residential and accessory structures; review construction, repair, replacement, installation, and repair plans; and inspect sites for practicability of plans.

E. FIRE INSPECTION

The inspection consists of construction in accordance with the approved set of plans. It also tests the function of all fire and safety systems. Following are examples of the types of inspections that come under this category. Perform water flow tests; inspect sprinkler coverage for any obstructions and compliance with code; determine that smoke detectors operate as required, determine that alarm devices respond and notify; determine that alarm wiring is in accordance with the code; inspect elevator recall under normal and emergency power; test alternate extinguishing systems (dry chemical, halon CO2, foam test); verify compliance of new installation in existing buildings; verify stairwell unlocking; test commercial hood systems; inspect smoke and fire dampers and shutdown along with override features; verify heliport/helipad compliance; inspect atrium smoke removal systems; verify stairwell pressurization; inspect for fire and evacuation systems for

American with Disabilities Act; verify drafting where applicable; inspect for occupant load signs; verify compliance for elevator status control board; verify compliance for fire control room; inspect exit signs for illumination (with emergency power); inspect stairway identification; test all telephone jacks in building and elevators; inspect that fire doors close and latch as required (including roll up doors, won doors, and mag. pull-release doors); verify flush and backflow preventers; inspect 5-year certification; perform acceptance test on all new fire pump installations; inspect battery backup for new installation in high rises; verify smoke seals; verify proper access and location for knox box and keys for emergency service; verify low level exit signs and path markings; and performs related duties as assigned.

The City, County and Port strive for excellence in customer service. Inspections in all disciplines will be performed by inspectors certified by ICC for their discipline. An operational plan must be submitted and qualified contracting agencies must comply with standards for: “Guaranteed second opinion” at all levels, and next day inspections. Moreover, said agencies must be able to provide guaranteed same day inspections, before and after hour inspections, and inspections on holidays. The plan shall include: procedures for documentation of approved/failed inspections, appointments (within a two (2) hour time frame) on the day of inspection, guaranteed call back before 10AM on calls received during open phone times, hours of availability for the public to contact inspectors, a provision to “return calls” within 24 hours, an inspection prioritization list, and audit procedures. All work shall be performed with in-house staff. Subcontracting of work shall be done only with the prior written approval of the City, County or Port Building Official.

6. GEOTECHNICAL

Consultants’ responsibilities include, but are not limited to, soil testing and sampling, site borings and trenching, geological setting, condition, structure and formation, infiltration feasibility, soil characteristics and grading compressible and expansive soils, groundwater and water quality, landslides, geological hazards, slope stability analysis, and local and regional seismic faults and liquefaction. Selected firms may be required to collect field samples, perform field and laboratory testing, special inspections, per building code, and may be required to do inspections for the construction phase of the project.

7. HISTORIC PRESERVATION

Historic Preservation consultants may be required for tasks involving historical resources surveys, inventories, preservation planning, cultural, architectural, and historical research identification, architectural preservation, architectural history, history, and historic resources building documentation, registration, and treatment activities. Prospective consultants interested in performing historic preservation services shall meet the Secretary of the Interior Standards for Professional Qualifications.

In addition to meeting professional qualifications, the following information will be used in evaluating prospective consultants for historic preservation services:

- A. Experience in all levels of studies, including reconnaissance and intensive surveys, identification, and evaluation projects;
- B. Experience and knowledge in the implementation of Federal, State, and Municipal, Historic Preservation Statutes and Regulations; and
- C. Experience in managing public projects, including maintaining effective working relationships with public officials, community groups, volunteers, and schools.

8. LANDSCAPE ARCHITECTURE

Landscape Architecture consultants shall indicate the qualifications, experience, licenses and certificates possessed by those employees who will perform these services. Emphasis is placed on experience and knowledge, but is not necessarily limited to: research, site inventory, design guidelines, data gathering and report writing; conceptual design, site development, master planning, irrigation system master planning, analysis for the development of operations and maintenance; landscape design and construction plans and specifications incorporating the Standard Specifications for Public Works Construction and/or the CALTRANS San Diego Regional Standard Drawings, including cost estimates and line item bid schedules for Public Works bidding and construction purposes. Consultants should possess the ability to select proper plant material and design water conserving irrigation systems to achieve desired effects using drought tolerant species including California natives and extensive experience in designing and preparing bid/construction documents for the public facilities stated below. In addition, the Landscape Architecture consultant may be required to provide site design services for Low Impact Development feasibility analysis.

In addition to discussion of the types, size, and value of these services performed, discussion of your participation and responsibilities in all phases of site development for each of the landscape architectural services described below is required.

Identify the sub-discipline(s) described below, for which you have extensive experience and are submitting your SOQ. Designation shall be made on the appropriate line in the questionnaire by adding the discipline identification letter(s) after the title of Landscape Architecture.

- A. Parks and Recreation facilities, including:
 - a. Active local parks;
 - b. Passive local parks;
 - c. Camping parks; and
 - d. Sports complexes and facilities;

- B. Open space and habitat preservation, restoration and rehabilitation;
- C. Slope stabilization;
- D. Landscaping roads and highways; and
- E. Landscaping public building developments.

The ideal consultant should also have extensive experience utilizing conceptual design experience, using bubble diagrams, sketches, perspectives, renderings, orthographic projections, graphics, etc. Finally, the ideal consultant will show an ability to establish and maintain effective working relationships with public officials and community groups and show experience in making presentations to/at public meetings, and the ability to create consensus among differing opinions/groups.

9. MARINE ENGINEERING

The Port of San Diego desires marine engineering services from time to time to supplement the District's in-house staff. Engineering services may be needed to support the Port of San Diego's growing Maritime Business, Cruise Business, and recreational boating facilities around San Diego Bay. Such services may include investigations, analyses, calculations, reports and recommendations, engineering plans and specifications, and cost estimates. Though it is not anticipated, the City and/or County may also require marine engineering services.

10. PLANNING SERVICES

Consultants shall have experience completing general plans, large specific plans, and/or special planning studies that may arise periodically in large and populous planning areas. Selected consultants must possess knowledge of State requirements for a general plan and must also have experience preparing large-scale plans and conducting environmental review under the California Environmental Quality Act (CEQA). The types of work consultants might be expected to provide are: planning, research, technical reports, economic/market analysis, feasibility studies, public participation, and presentations before community groups and hearing bodies, and other tasks included in the preparation of general and specific plans.

11. STRUCTURAL ENGINEERING:

The SOQ must clearly specify the sub-discipline(s) for which the consultant is applying, i.e. A, B, or A & B. Indicate (after the discipline title of Structural Engineering) the sub-discipline(s) (A, B or A & B), followed by the name(s) of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. BRIDGES

Selected firms must be experienced in all types of design related to bridges, including roadway geometrics, hydrology, and hydraulic analysis, soil mechanics, bridge type selection, transient loadings, current seismic requirements, and computer programs related to bridge designs. Typical tasks may include preparation of plans, specifications, and estimates (PS&E) for design of bridge replacements and/or seismic rehabilitation.

B. BUILDINGS AND OTHER STRUCTURES

Selected firms must be experienced in all types of design related to buildings and other structures. Typical tasks may include structural evaluations of existing buildings, and/or providing plans and specifications for the design of new buildings as per the latest building codes, including current developments in seismic requirements. Consultants may be required to prepare construction plans and specifications for foundations and superstructures. Consultants may be required to provide foundation design and design analysis for purposes of implementing Low Impact Development techniques.

12. TRAFFIC ENGINEERING

Consultants will provide a variety of traffic engineering design and traffic engineering study services. Consultants may be required to prepare plans, specifications, and cost estimates for new traffic signal installation, modifications to existing traffic signals and new street light installation. Consultants may conduct traffic engineering studies, such as traffic generation or traffic assignment studies

APPENDIX II - SCOPES OF SERVICES

Disciplines 13 through 25 (Two-Year Term)

STATEMENT OF QUALIFICATION DUE DATE – JULY 3, 2008

CITY/COUNTY/PORT

2009-2010 CONSULTANT ROTATION LIST

A firm wishing to qualify for disciplines thirteen (13) through twenty-five (25), whether the firm is on the 2008 Consultant Rotation List or is not, must apply for the 2009-2010 Consultant Rotation List.

General Note Concerning Design Services for Plans, Specifications & Engineer's Estimates (PS&E's): County of San Diego typically requires consultants to use Autodesk Land Desktop 5, Autodesk Civil Design 5, and Autodesk Survey 5, or acceptable alternative, for preparation of engineering design plans. Current acceptable alternative software for design projects is Autodesk Land Desktop 3 / 4 and Autodesk Civil Design 3 / 4.

General Note Concerning Environmental Services: Any individuals preparing Environmental documents for the County of San Diego must be on the County Department of Planning & Land Use (DPLU) pre-approved list and comply with County of San Diego CEQA Guidelines. For additional information, contact Ed Gowens, (Environmental Consultant List Coordinator), County of San Diego, DPLU at (858) 505-6380. County of San Diego CEQA Guidelines may be downloaded from:

<http://www.sdcountry.ca.gov/dplu/docs/CEQAGDLN.pdf>

13. CIVIL ENGINEERING (GENERAL)

Consultants may provide civil engineering investigations, studies, and reports. Consultants may provide preliminary and final design for a variety of civil projects such as roads, drainage facilities, intersections, bicycle routes, right-of-way engineering, traffic signals, and other civil engineering related projects. The consultant may be required to prepare hydrology, fluvial, drainage, and flood control studies. In addition, the Consultant may be required to evaluate the use of stormwater infiltration, including the use of porous pavement, for purposes of facilitating evaporation and/or infiltration of stormwater. The consultant may be required to design infiltration facilities including headworks, contaminated concerns, and maintenance requirements.

14. CORROSION ENGINEERING

Consultants will include a licensed California Professional Corrosion Engineer or NACE International Certified Corrosion or Cathodic Protection (CP) Specialist. Consultants may be required to provide corrosion testing services, coatings inspection services, design analysis,

structure failure analysis, CP system troubleshooting and repair, plan checking, and corrosion monitoring and survey reports, and general corrosion related services, reports and presentations.

Reports and supporting documentation shall be generated using Microsoft Word, and drawings shall be generated using Microstation. Reports, spreadsheets, and drawings shall be submitted in both hardcopy and computer media format (3.5" disk or CD). Calculations, drawings, and report letters of recommendation submitted to the City shall be stamped with a current State of California Professional Corrosion Engineering Stamp or NACE International Corrosion or CP Specialist Certification Number.

15. ELECTRICAL ENGINEERING

Consultants may be required to provide planning, design, plan checking, and electrical inspection of complex building, lighting and power electrical projects, which may include special systems design for telecommunications, alarms, security, and sound and site design. Consultants should have experience with electrical theory, instrumentation, and telemetry.

16. ENVIRONMENTAL / BIOLOGICAL

Consultants shall have experience, knowledge and familiarity with Federal, State and local codes and regulations to include, but not necessarily limited to: Clean Water Act, Fish and Game Code, Federal and State Endangered Species Acts, NEPA, CEQA, Multiple Species Conservation Program, SCP, NCCPs, etc. Consultants shall possess the ability to prepare technical reports in accordance with City/County/Port procedures and have experience preparing enhancement plans, resource monitoring/mitigation and rehabilitation plans, habitat monitoring and census demographics. Ideal consultants shall possess permits from the U.S. Fish and Wildlife Service to conduct protocol surveys for endangered species and shall have knowledge and familiarity with local biological resources, revegetation, and plant and species management: including plant relocation and/or elimination. These consultants shall also have experience with vernal pool and terrestrial habitat restoration, development of a Resource Management Plan, wetland/salt land-marsh rehabilitation, maintenance, and the monitoring of grading and revegetation plans. Some projects may include grading and landscaping tasks. Experience in the ongoing evaluation of biological services at all levels is a plus.

17. ENVIRONMENTAL / CULTURAL RESOURCES

Cultural resources consultants may be required for tasks involving prehistoric and historic archaeology, history, ethnography, Native American monitoring, and rock art studies. Prospective consultants interested in performing cultural resources services shall indicate qualifications, experience, academic degrees, and certificates that their employees who will be performing these services possess. Key individuals must, depending on the scope of work, meet Federal standards or possess certification in the Registry of Professional Archaeologists (ROPA).

In addition to qualifications of key personnel, the following information will be used in evaluating prospective consultants for cultural resources services:

- A. Discussion of types, size, and value of past projects including difficulties encountered and manner of resolution;
- B. Experience in all levels of studies, including overviews, surveys, test studies, and data recovery projects;
- C. Experience managing public projects, including maintaining effective working relationships with public officials, community groups, and schools; and
- D. Dissemination of results, as demonstrated by papers written and published, presentation to groups, and availability of reports and documents.

18. ENVIRONMENTAL / GENERAL EIR/EIS

Consultants shall have experience and knowledge in the implementation of the Federal NEPA and State CEQA statutes. The consultants should also have experience in responding to and implementing local codes and regulations. Specific experience is required in the environmental review process including: Notice of Exemption, Initial Study, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports, and Impact Statements. Topical areas of specialty would be helpful for the following items:

- A. Geological Issues, including Alquist-Priolo Zone Studies, erosion potential, unstable site condition, and adverse impacts to mineral resources;
- B. Water Resources, including quality and/or quantity impacts to surface or ground water;
- C. Air Quality;
- D. Transportation and Circulation factors;
- E. Biological Resources, including endangered species, sensitive habitat lands, impacts to wetlands or wetland buffers, impacts to wildlife dispersal corridors;
- F. Hazards, including hazardous substances and fire safety;
- G. Noise; and
- H. Cultural and paleontological resources.

19. ENVIRONMENTAL / HAZARDOUS MATERIALS

Consultant firms must have experience in environmental assessment for potential hazardous materials contamination, including historical and subsurface evaluation of all parcels; collecting and analyzing soil samples consistent with the protocols established by the San Diego County Environmental Health Services (EHS) assessment guidelines and consistent with State and Federal requirements for this type of study. Firms will prepare all required reports including a Site Safety Plan (SSP) and full analysis, and the preparation of relevant mitigation measures as determined by analysis. Site-specific experience will include, but not be limited to: site reconnaissance and/or investigation, asbestos inspection, etc. The ideal consultant shall demonstrate the ability to evaluate the potential for the existence of hazardous material and the ability to prepare clear and concise reports and recommendations.

20. MECHANICAL ENGINEERING

Consultants may be required to design building's HVAC systems, plumbing systems, fire protection, and site utility systems. Submittal of plans and specifications for building's systems would be required.

21. PLAN CHECKING:

The SOQ must clearly specify the sub-discipline(s) for which the consultant is applying, i.e. A, B, C or A & C. (Note: The sub-discipline *New Construction Fire Plan Checking* must be submitted on a separate SOQ.) Indicate (after the discipline title of Plan Checking) the sub-discipline(s) (A, B, C or A & C), followed by the name of the sub-discipline(s) for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline(s) is not clearly indicated, the submittal may be disqualified as non-responsive.

A. COMPREHENSIVE PLAN CHECKING

Consultants shall be principally dedicated to plan reviews for governmental agencies to provide Comprehensive Plan Review Services for all the following design areas: structural (including engineering geology considerations); fire-life safety and disabled access; acoustical analysis; plumbing, mechanical engineering and energy conservation; and electrical engineering. The scope of work includes: engineering review and check for correctness of plans, design calculations, and material specifications for proposed buildings and structures; development of correction lists; transmittal of correction lists, plans and submitted documents to project designers to facilitate correction of drawings, calculations, and specifications; transmittal of correction lists; meet with designers to review/discuss plan corrections made in response to correction lists; transmittal of the approved plans. Upon approval of the submitted plans, the firms will certify in writing that the design is in substantial compliance with applicable local and state requirements.

All structural portions of the review work shall be performed under the direct supervision

of a registered “Structural Engineer” licensed by the State of California and shall be performed by ICBO Certified Plans Examiners. All electrical reviews shall be performed under the direct supervision of a registered “Electrical Engineer” licensed by the State of California. All plumbing and mechanical reviews shall be performed under the direct supervision of a registered “Mechanical Engineer” licensed by the State of California.

An operational plan must be submitted and shall include: elements that demonstrate how availability and convenience will be provided for the customer during rechecks; a discussion of turnaround times, and how plans will be transported to and from the requesting agency and to the applicant upon completion of the plan check and approval of the plans; elements that demonstrate how availability and convenience will be provided for the customer when reviewing and approving plan changes. All work shall be performed with in-house staff. Subcontracting of work shall be done only with prior approval.

B. NEW CONSTRUCTION FIRE PLAN CHECKING

Plan Checks shall be performed using the most applicable California Building Code and California Fire Code, California Code of Regulations, Title 19 and other nationally recognized standards. Perform review of all fixed protection systems such as: sprinklers, smoke detection systems, fire alarm systems, halon, CO2, Intergen, FM 2000, Dry Chemical, Hood Systems, Hi-Piled combustible storage, and fire pumps. Also, check building permit for Fire Code and State Fire Marshall requirements; occupancy classification for classification of occupancies storing and or using hazardous materials; classifying chemicals in accordance with the uniform fire code, determine and/or apply uniform building code, uniform fire code and nationally recognized standards for occupancies storing and or using hazardous materials; determine electrical classification for hazardous materials, determine hazardous class for mechanical exhaust systems, approve dust collection systems for explosion control; spray booths; smoke control systems; emergency evacuation systems, mechanical smoke and fire dampers, review all aspects of exiting, fire department access roadways and location of F.D.C; hydrants-number and location; water supply; review of environmental impact reports for fire department issues, member of street design committee for the street design manual, brush management for new construction, street vacations and performs related duties as assigned.

C. PUBLIC WORKS CONSTRUCTION PLAN CHECKING

- a. Experience, knowledge, and the ability to read, interpret, and edit construction plans and detail, as well as technical specifications and bid schedules for code compliance and constructability.
- b. Quality control, completeness, detail, and correlation of documents, and the standard specifications to assure that all items are completely and accurately covered and described, to assure high competition, and obtain the most complete, competent and the lowest bids possible; and to minimize problems, change orders, and claims during and

after construction.

- c. It is important during plan check reviews that there is no room for misinterpretation of the plans and specifications which would lead to disagreement between the City/County/Port and contractor and that there are no omissions or discrepancies which would lead to extra work or claims against the City/County/Port. Please note that this service will consist of the review of other design firm's plans and specifications, the evaluation of cost estimates, and recommendations, changes, additions or deletions in all areas of their work to assure a complete, accurate and high quality product for bidding and construction purposes. Note: Ultimate responsibility for errors and/or omissions of plans and specifications will continue to rest with the originating design firms.

22. PROJECT MANAGEMENT - STAFF EXTENSION

- A. Interface with City/County/Port departmental users/customers, attend meetings, brief departmental points of contact on project status, and maintain City/County/Port provided project schedule and fiscal tracking reports.
- B. Prepare project scoping documents which should include: written description of scope and verification of program, schematic and single line drawings, and digital photo documentation of area of work.
- C. Prepare budget cost estimates, and coordinate preparation of more detailed cost estimates by subconsultants.
- D. Coordinate the preparation of design and construction documents by consultant design professionals.
- E. Provide the full range of construction administration services which should include: quality control plan review, coordination of plan check through City/County/Port Building Department, public bidding, site observation, coordination of City/County/Port and subconsultant building inspection services, construction contractor payment review, and delivery of project to City/County/Port Facilities Operations Division with all closeout documentation.

23. SUBSURFACE UTILITY ENGINEERING (SUE)

Consultants shall identify and establish location of existing underground and/or overhead utilities within proposed project limits for Capital Improvement Projects. Required subsurface utility engineering services shall include, but not be limited to:

- A. Identifying presence of existing underground utilities and their horizontal and vertical locations through application and interpretation of geophysical techniques, which include,

but are not limited to, electromagnetic, magnetic, vacuum extraction, and elastic wave methods.

- B. Characterizing utility position, composition, size, ownership of existing facilities, and other data that may be reasonably obtained about the utility and its surrounding environment through non-destructive excavation techniques.

Consultants must have thorough knowledge of and considerable experience in Subsurface Utility Engineering, and practice acceptable techniques (i.e. vacuum extraction, electromagnetic, etc.) in determining presence and location of subsurface utilities. Consultants shall have demonstrable experience in surveying, traffic control, and pavement restoration. Consultants must provide qualified and experienced staff and all necessary equipment to perform subsurface utility engineering tasks.

24. SURVEYING:

The consultant must submit a separate SOQ for each Surveying sub-discipline (A & B) for which the consultant applies. That is, the consultant must apply for Aerial Surveying / Photogrammetric Services on one SOQ and Land Surveying on another SOQ. Therefore, if applying for both sub-disciplines, submit two separate SOQs. Indicate (after the discipline title of Surveying) the sub-disciplines (A or B), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. AERIAL SURVEYING / PHOTOGRAMMETRIC SERVICES

County of San Diego Requirements:

Consultant will provide "In House" Photogrammetric Mapping and Aerial Photographic Services for the County of San Diego. These services are to be coordinated through the Field Survey Section of the Department of Public Works.

- a. Photogrammetric services shall include, but not be limited to, photography, compilation and final manuscript on scales from 1" = 20' to 1" = 300'.
- b. Consultant shall be an independent contractor and must have an "In house" licensed land surveyor or licensed photogrammetric surveyor, duly licensed under Division 3, Chapter 15 "Land Surveyors", of the Business and Professions Code of the State of California.
- c. Consultant must have "In house" capabilities to provide DWG files in the San Diego County standard layering format as specified in DPW Engineering CADD Standards. DPW Engineering CADD Standards may be obtained from the County of San Diego Web Page at:

<http://www.sdcountry.ca.gov/dpw/permitsforms/pfdlist.html>

- d. Consultant shall provide services in accordance with the document entitled “Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by Photogrammetric Methods,” revised 1989.
- e. For as-needed contract services, specific job assignments will be tasked as the requirements for services are identified. Services must be provided within an acceptable period of time after a request is received for such work. Consultant shall furnish preliminary estimates of cost and scheduling to County for review. Cost proposals and scheduling must be acceptable to County and approved by the Director or his authorized representative prior to Consultant starting work on any assignment.
- f. County will make available to Consultant relevant and necessary information in its possession relating to each job assigned. Said information will include, but not be limited to, project flight plan and mapping area, and ground control.
- g. Following completion of a project assignment, unless otherwise specified by Field Surveys, Consultant shall submit one comprehensive invoice for the project assignment.

City of San Diego Requirements:

- a. Consultant will provide “In House” Photogrammetric Mapping and Aerial Photographic Services for the City of San Diego. These services are to be coordinated through the Land Survey Section of the Engineering & Capital Projects Department.
- b. Consultant shall be an independent contractor and must have an "In house" licensed land surveyor or licensed photogrammetric surveyor, duly licensed under Division 3, Chapter 15 “Land Surveyors”, of the Business and Professions Code of the State of California.
- c. Consultant must have "In house" capabilities to provide DGN files in the City of San Diego standard layering format as specified in City of San Diego CADD Standards Manual. City of San Diego CADD Standards may be obtained from the City of San Diego Web Page at:

<http://www.sandiego.gov/engineering-cip/services/consultcontract/edocref/index.shtml>

- d. Photogrammetrist is required to adhere to San Diego County's Standard specifications for Aerial Surveying and Topographic Mapping and the applicable provisions of the Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by photogrammetric methods, dated December 1989, unless otherwise denoted in contract.

- e. The general requirements include Aerial mapping and digital ortho photographs for both linear strip mapping and overview/acreage defined areas.
- f. Generally, mapping will be delivered in 1" = 40' scale with 1' contours, flown at a photo scale of not more than 1" = 300', or for 1" = 20' scale mapping, with 0.5' contours, will be flown at a photo scale of not more than 1" = 200'.
- g. The City will furnish horizontal and vertical ground control for either fully controlled models or analytical bridging solutions, but will select the most advantageous method to minimize overall cost. Consultant's preference is to be stated in submittal. Coordination of all Aerial Mapping and Aerial Photography is through Diana Bergen, Associate Land Surveyor, (858) 627-3221.
- h. Consultant shall adhere to the standard formats for .DGN and .TIF file deliverables as detailed in appendices to individual project contracts, per Citywide CAD and Mapping file standards.
- i. Consultants are required to respond to the initial request for services with a fee schedule itemizing standard unit costs in format provided by the City Survey Section. This fee schedule proposal will be reviewed to ensure costs for services are within current local industry ranges.

B. LAND SURVEYING

Consultants shall provide professional Land Surveying services. Consultants may be required to either provide staff to work with City/County field crews or provide complete surveying services based on a specific scope of work.

County of San Diego Requirements:

- a. County field survey crews typically work a 10-hour, 4-day work week, Monday through Thursday. Field staff provided by the consultant shall be required to conform to the County schedule.
- b. Field staff must be thoroughly familiar with Tripod Data Systems (TDS) data collection software.
- c. Field staff must have an LSIT or a minimum 2 years experience on a field survey crew.
- d. Consultants shall provide data in conformance with the County of San Diego CAD standards; all field collected data will be accomplished using Tripod Data System (TDS) software; descriptor codes for data collections are available from the County field survey section.
- e. Consultants shall have Licensed Surveyors on staff or Registered Engineers authorized to practice Land Surveying.

- f. All electronic data will be provided to the County of San Diego in the current version of AutoCAD 14 and Softdesk 8; alignments, DTMs, surfaces, profiles, x-sections will be created in Softdesk 8.
- g. All original field notes, calculations, and project summaries will be provided to the County of San Diego.

City of San Diego Requirements:

- a. Land Surveying Consultants shall provide professional Land Surveying services. Consultants may be required to either provide staff to work with City field crews or provide complete surveying services based on a specific scope of work.
- b. City of San Diego field survey crews work a 10-hour, 4-day work week, Tuesday through Friday, 6:15AM to 4:45PM. Staff provided by the consultant shall be required to conform to the above work schedule.
- c. Consultant firms will have a Licensed Land Surveyor or Registered Engineer, authorized to practice Land Surveying, in responsible charge of surveying activities in accordance with applicable State of California Business and Profession's Codes and guidelines established by the State Board of Registration for Engineers and Surveyors.
- d. Consultant survey personnel shall have a thorough working knowledge of Tripod Data Systems (TDS) field data collection software and be able to provide field coding formats in accordance with the City standard data collection format. These files are to be compatible with Intergraph InRoads. Field staff must have an L.S.I.T. or a minimum 2 years full time experience on a field survey crew.
- e. Consultant staff is required to provide necessary field equipment to accomplish assigned tasks to City of San Diego Survey Section and industry standards.
- f. Consultants shall provide data in conformance with the City of San Diego Intergraph MicroStation CAD Standards for .DGN file format. All field collected data will be accomplished using Tripod Data System (TDS) software. The City's Survey Section will provide descriptor codes for data collection and field procedures standards. All electronic data that will be provided to the City of San Diego will conform to the City's CAD standards for level structure and point/line symbology. CADD Standards may be obtained from the City of San Diego Web Page at:

<http://www.sandiego.gov/engineering-cip/services/consultcontract/edocref/index.shtml>
- g. All project files including project alignments, digital terrain model (DTM) surfaces, profiles, and cross sections shall be submitted to the City in the current version of Intergraph Microstation .DGN file format.

- h. Copies of all original time sheets will be provided to the City of San Diego Survey Section.
- i. All original field notes, calculations, project summaries, and electronic files will be delivered to and become the property of the City of San Diego.

25. WATER/WASTEWATER/STORMWATER ENGINEERING:

The consultant must submit a separate SOQ for each Water/Wastewater/Stormwater Engineering sub-discipline (A & B) for which the consultant applies. That is, the consultant must apply for Facilities on one SOQ and Pump Stations on another SOQ. Therefore, if applying for both sub-disciplines, submit two separate SOQs. Indicate (after the discipline title of Water/Wastewater/Stormwater Engineering) the sub-discipline (A or B), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. FACILITIES

Consultants should be multi-disciplined and capable of providing civil, mechanical, structural, electrical and instrumentation and control engineering services for water, wastewater and stormwater facilities. Consultants may be called upon to prepare plans, specifications, and cost estimates, and conduct planning studies for water, wastewater and stormwater facility upgrades, expansions or new construction. Examples include designing new facilities, such as water distribution systems, sewer systems or odor control systems, siting new facilities, projecting capacities based on land use designations and community plans, developing capital improvement plans and preparing discharge permit applications and basin plan amendments.

B. PUMP STATIONS

Consultants shall demonstrate their ability to provide planning and design for water and wastewater pump stations. Duties may include preparation of plans, specifications, and cost estimates for upgrades or new stations. Typical projects may include seismic retrofits for structurally improving walls and roof systems, level sensor upgrades, telemetry system improvements, minor drainage improvements, and improvements to cathodic protection systems.